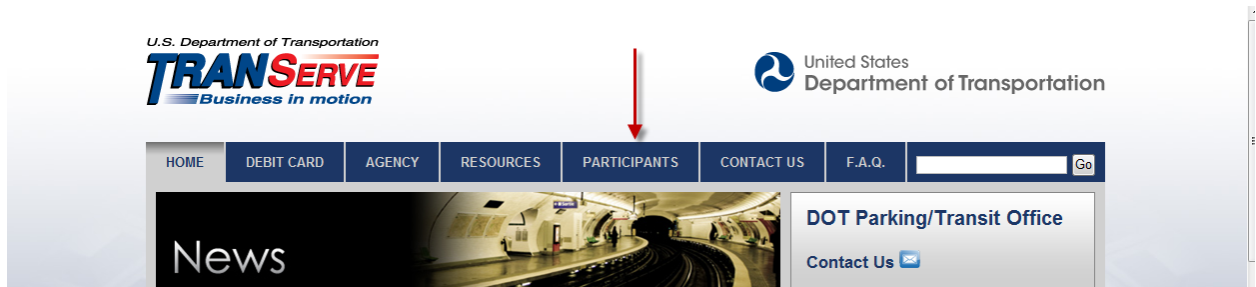# TRANServe Electronic Transit Benefit System Access

Is this your First Time?

You must create a User Name and Password

1) Go to: http://transerve.dot.gov/

2) Open the "Participants" Page

3) Click "USDA"

4) Click "USDA – Transit Benefit Program Enrollment/Change Application "

5) Enter your **Government** email address, then click "Register"

6) Enter your Name, as it appears on your Gov't ID
7) Select "USDA" from the Agency/Mode drop down box

8) Enter your office phone number
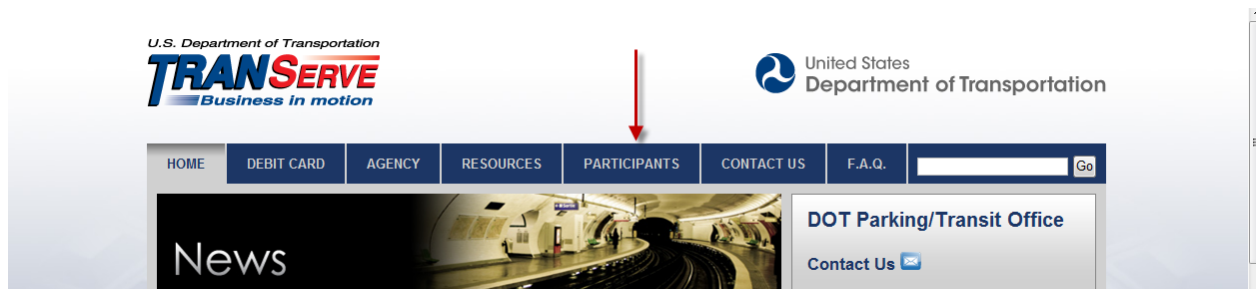9) Enter a Hint to help you remember your password

Remember you only need to register once

A temporary password will come via email

10) Repeat steps 1-4
11) Click "Log In"

Did you forget your password?

1) Go to: http://transerve.dot.gov/

2) Open the "Participants" Page

3) Click "USDA" then

4) Click " USDA- Transit Benefit Program Enrollment/Change Application "

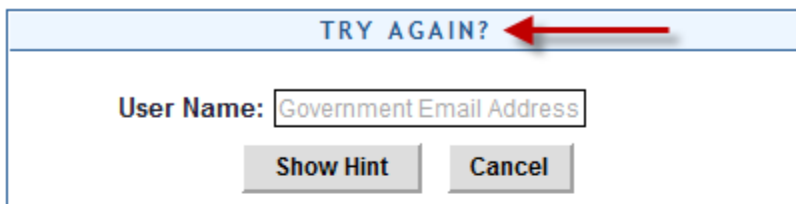5) Enter your **Government** email address

6) Click "Forgot Password
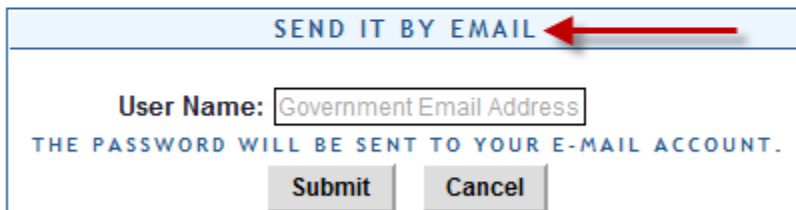
7) Enter your **Government** email address to either "Try Again" or "Send it by Email"

Return to Login Page

8) Click "Return to Login Page